

### **Additional Information for Development of Technical Proposals**

The attached **Technical Proposal – Attachment 1 to the Bid Form** template provides prospective Offerors with additional information on how to develop their proposals and what specific items to address or emphasize. These items cover areas of special concern to the Forest Service and those that collaborated to develop this Project. **They are areas where we are more likely to consider tradeoffs between price and quality.** You may use the attached template or develop your own, however all items listed in the Offer for Integrated Resource Contract Form should be addressed in your Technical Proposal.

Please keep in mind -

- What you put down in your Technical Proposal becomes a binding part of the Contract (see G.3.1.1 - Inclusion of Technical Proposal). **This includes your Operating Schedule, how you plan to accomplish the work, and the personnel (including sub-contractors) that you plan to use.**
- If it fits, include adaptive approaches. These might help to make sure you are not tied into actions that may become unnecessary. They can also be used to describe to the Forest Service how operations will be done differently if problems arise.
- We understand that what you put in your Technical Proposal may have a price tradeoff. The government is looking for the offer that is both technically acceptable and whose technical/price relationship is the most advantageous to the Government (Best Value).

Also, to further assist you in completing the technical proposal, the *italicized* text provide contractors with details on information to provide in response to the evaluation criteria. Suggestions listed are not all inclusive and the contractors should add other information as appropriate.

A cover sheet is provided to attach to your Technical Proposal – Attachment #1. Please number and label all pages submitted with your Bid Form so we may ensure that all Pages are accounted for.

### **Price Proposal (fill out and enclose form FS-2400-14BVU)**

NOTE: For the Wilson Stewardship Integrated Resource Timber Contract, price will be considered to be equal to the Technical Approach when evaluating offers.

### **Capability and Past Performance Section** (Items 1 – 6 of the Attachment 1 Form)

- Fill out a Capability and Past Performance Information Sheet for **each of your key supervisory personnel** and for **each subcontractor** you intend to use to include the following information. This information is used to determine level of experience and to follow-up on reference checks for personnel that will be working on this Contract.

Items included:

**Name**, Location, and phone number of each Company - (physical & mailing address of company)

**Years of experience** in this line of work (logging and service work)

**Work Activities** - (list applicable supervision, harvest, road construction, or stewardship projects)

**Key Personnel** - (list owner, field reps, etc.)

**Past Contracts** - (list contracts within past 3 years which involve similar work)

**Equipment** - (list specific equipment that will be used to accomplish the contract activity – this can include equipment you currently have or plan to secure)

**Methods** - (indicate specific methods if appropriate)

**Production Capability** - (list production capability in terms of work activity unit of measure)

**Special qualifications**, experience, or education

**Point of Contact** for a reference check – name, phone number, email, or similar

### **Utilization of Local Work Force**

- On each of the attached **Capability and Past Performance Information Sheets** list the physical address of each subcontractor and whether they have historically done contracts within the defined Local Area (Counties in Michigan: Gogebic, Ontonagon, Houghton, Iron, and Dickinson; Counties in Wisconsin that adjoin Michigan: Iron, Vilas, Forest, Marinette, and Florence).
- How does your hiring, training, or subcontracting help to develop a multi-skilled local workforce and provide greater opportunities for year-round work in the defined Local Area? *This can be described in a separate document.*

### **Contract Management (Item 7 of the Attachment 1 Form)**

In preparing your Technical Proposal, the contractor is to keep in mind the end results, specifications and objectives (**described in the SAMPLE CONTRACT**) that are to be met with the “how-to” of accomplishing them described in your Technical Proposal. The contractor is to develop specific responses to individual Bid Items (including the timber harvest and the stewardship projects) to describe how the end results, specifications and objectives are to be achieved. *The information you provide will also be used to make a Determination of Responsibility as a Contractor.*

Also, Contractors are advised to review Special Provisions KT-GT.3.1.4# and KT-FT.1.2# in the Sample Contract for additional operational requirements and restrictions.

- **Operating Schedule (Item 7.e.)** - provide an operating schedule showing how you plan to complete contract activities within the contract term. **A Blank Operating Plan form is enclosed for your use. Use of this form is optional; however, you will have to address the items shown in the form.**

*Some things to consider when developing your schedule and that you could include as part of your response include;*

- *the sequence of work – correctly recognizing the order and timing in which things are required to be done, i.e. road completion date, summer logging, winter logging, etc.*
- *cash flow issues associated with doing the project work before logging begins.*
- *flat rate timber prices – How does your schedule address the risk associated with a flat rate timber price over a 3 year contract period. Have you taken possible price increases into account for the service type stewardship projects in the price entered on the offer form to complete the work?... or is one not needed?*
- **Quality Control Plan (Item 7.f)** - attach your General Quality Control Plan (a Sample is shown here)

Quality Control is an important emphasis item for the Wilson Stewardship Integrated Resource Contract. Offerors are encouraged to develop an effective plan for ensuring that their operations are in compliance with all contractual requirements. Offerors should develop a General Quality Control Plan that addresses the following four questions:

**a. How will quality be monitored to assure performance standards are met?**

*Example: Break down the response into major work areas. For example, tree topping, logging, and planting. For all items, you might mention whether you want a pre-work in the field to discuss quality before activities begin.*

*Logging: list examples of the types of things that will be monitored, e.g. residual tree damage, soil displacement and compaction, determining whether appropriate logging conditions are met, cutting only designated trees (no orange), landing size, etc. Indicate whether there is a separate quality control process and how often it will occur, i.e. is your field representative going to take some extra time every day/once a week to review all aspects of quality control? (or, do you just rely on every worker to do their job properly?) Will he be documenting the results of monitoring or just reporting problems verbally to the Contractor's Rep and Forest Service?*

*Tree topping: Indicate the process you will use to determine whether you are meeting the number of trees to be treated in the specifications. Will this require frequent visits by Forest Service to make sure you are on track?*

**b. How will the quality control work be supervised?**

*This is the next higher level of supervision, i.e. how will the Contractor's Rep type supervise the Field Rep's work? How often can we expect the CR to be there? Will the CR do a sample inspection as well, e.g. "once a week the Contractor's Rep will review the results of the quality monitoring for that week (written or verbal) with the Field Rep and do a walk through sample inspection of the completed area to discuss and verify quality control inspections. If there are problems that were not identified by the Field Rep what will be done? (the FR says "everything looks great" and you find that an obvious problem with orange painted trees cut... someone's not doing their quality control job)*

**c. How will results of the monitoring be used to ensure quality performance?**

*If the inspections indicate a problem, how will that be addressed? For example, "The Field Rep will review the problem with those that did the work, require that it be reworked before further work is done (if it can be corrected), and inspect the next batch of work more frequently until it is determined that the problem is corrected. The Field Rep will report quality issues to the next higher level (Contractor's Rep) and to the Forest Service contract administrator".*

**d. Identify, by work activity, the personnel responsible for performing quality control?**

*As described above the Contractor's Rep supervising quality control will be \_\_\_\_\_. The Field Rep responsible for quality control monitoring of logging will be \_\_\_\_\_. The Field Rep for <name of work item> will be \_\_\_\_\_. The Field rep for <name of work item> will be \_\_\_\_\_.*

*or*

Name of person will be the contractor's representative supervising quality control and all work items included in this contract.

- **Methods for this Specific contract (Item 7.g.)** - describe what logging methods, logging equipment, trucking capability, road construction equipment and capability. Use this to supplement your Plan of Operations.

*Does the choice of logging system meet contract requirements? Are you going to use a method that will produce better results? Will the equipment be able to meet the contract specifications for varying piece sizes? Will the equipment be able to complete the work in the timeframe required in the contract? Will you be sub-contracting out part of your logging process and to whom? Examples include trucking of forest products, mobilization of your logging equipment to the work-site, road construction & pre-haul maintenance, etc.*

Technical Proposal  
**Wilson Stewardship Integrated Resource Timber Contract**

Prepared for the Bessemer Ranger District  
OTTAWA NATIONAL FOREST

NOTE:  
SUBMISSION OF OFFERS AND TECHNICAL PROPOSALS ARE DUE BY  
December 11, 2012 AT 1:00 P.M. (Local Time) to the Bid Custodian in Watersmeet, Michigan

This Technical Proposal is being submitted in response to the advertisement of the Wilson Stewardship Integrated Resource Contract advertised on November 6, 2012 in the *Daily Globe, Ironwood, MI*. A Price Proposal is submitted on the enclosed "Offer For Integrated Resource Contract" form FS-2400-14BVU.

I understand that the **Wilson Stewardship Integrated Resource Contract** will be awarded based on a Best Value determination. One award will be made to the Offeror (a) whose proposal is technically acceptable and (b) whose technical/price relationship is the most advantageous to the Government.

This Technical Proposal, along with the FS-2400-14BVU Price Proposal, constitutes a firm offer and binds this company to accept award under the terms of the sample contract, the offer form, and any of the accepted terms of this Technical Proposal.

**All information enclosed in this document is Proprietary Information. Do not release to the Public, Not Subject to FOIA unless I give written permission: (please check one)**

\_\_\_\_ YES

\_\_\_\_ NO

\_\_\_\_\_  
Name of Offeror (Signature & Print)

\_\_\_\_\_  
By (signature)

\_\_\_\_\_  
Date

ATTACHMENT 1 - TECHNICAL PROPOSAL

Instructions: Mark X in the appropriate boxes. Complete Items 1 – 6 for Business, and EACH Sub-Contractor; Include with Bid Form submitted.

CAPABILITY & PAST PERFORMANCE SECTION:

1. Contractors Name, Address & Telephone No.  email address: _____	2. Type of Business ____ Company ____ Co-Partner ____ Corporation ____ Individual ____ Non-profit
3. How many years experience do you have in this line of work ____ Yrs	
4. How many years experience as a prime contractor _____ subcontractor _____	
5. List the relevant current/past projects for your business in the last 3 years:	
a. Project (Location): _____	
Contract Amount \$ _____ Period of Performance _____	
Description of Services (i.e. type of road, length of road, equipment used, tasks performed, trades involved)	
_____ _____ _____	
Name, Address & Telephone Number for Point of Contact for Information:	
_____ _____ _____	
b. Project (Location): _____	
Contract Amount \$ _____ Period of Performance _____	
Description of Services (i.e. type of road, length of road, equipment used, tasks performed, trades involved)	
_____ _____ _____	
Name, Address & Telephone Number for Point of Contact for Information:	
_____ _____ _____	
c. Project (Location): _____	
Contract Amount \$ _____ Period of Performance _____	
Description of Services (i.e. type of road, length of road, equipment used, tasks performed, trades involved)	
_____ _____ _____	
Name, Address & Telephone Number for Point of Contact for Information:	
_____ _____ _____	

**Bidder Name:** \_\_\_\_\_

**(SUBMIT WITH BID FORM)**

d. Project (Location): _____	
Contract Amount \$_____ Period of Performance_____	
Description of Services (i.e. type of road, length of road, equipment used, tasks performed, trades involved)	
_____	
_____	
Name, Address & Telephone Number for Point of Contact for Information:	
_____	
_____	
_____	
e. Project (Location): _____	
Contract Amount \$_____ Period of Performance_____	
Description of Services (i.e. type of road, length of road, equipment used, tasks performed, trades involved)	
_____	
_____	
Name, Address & Telephone Number for Point of Contact for Information:	
_____	
_____	
_____	
6. Have you ever failed to complete any work awarded to you? <u>yes</u> <u>no</u>	
If "yes" to the question above, specify location(s) and reason(s) why	

**7. CONTRACT MANAGEMENT SECTION**

a. No. of employees: \_\_\_\_\_ .b. Are employees regularly on your payroll: yes no

c. The names and resumes of your contract manager and on-the-ground supervisor.

d. The names and resumes of your subcontractor's.

e. A plan of operation for both timber removal and stewardship project work, including a timeline and the rationale for work activities to ensure all contractual work will be completed by the termination date.

f. A quality control plan for both the harvesting and the stewardship projects.

**Bidder Name:** \_\_\_\_\_

**(SUBMIT WITH BID FORM)**

g. The equipment you propose to use to accomplish this contract.

**8. Geographical Proximity.**



**(SUBMIT WITH BID FORM)**

9. List the experience of the principal individuals of your business

[illegible]

### a. Credit References

[illegible]

**b. Banking Information.**

[illegible]

11. REMARKS: (PLEASE NOTE ADDITIONAL SHEETS MAY BE ATTACHED TO SUPPLEMENT THIS FORM)

**CERTIFICATION:** I certify that all of the statements made by me are complete and correct to the best of my knowledge and that any persons named as references are authorized to furnish the Forest Service with any information needed to verify my capability to perform this project:

Name:	Title:	Date:

Payment Unit	Acres	Total CCF	January	February	March	April	May	June	July	August	Sept	October	November	December
Specified Roads: Prehaul Road Maintenance:														
1	22	288												
2	11	151												
3	51	652												
4	41	472												
5	51	433												
6	7	191												
7	roads	81												
Totals =	184	2268												
Erosion Control, Slash Treament, Recurrent Road Maintenance, Final Road Maintenance														
Stewardship Project														
1-008: Fell Trees for Wildlife Habitat (150 Trees)														
2-006: Aspen Site Preparation (4.5 Acres)														

Weekly Production Capability =  
(Volume + Acres)

(give consideration to down-time, equipment breakdowns, trucking capability  
you can separate by season of the year also)

Reference SAMPLE CONTRACT:  
KT-FT.1.2#: Use of Roads by Contractor for any road use restrictions  
KT-GT.3.1.4# - Operating Restrictions

Also Reference:

Specified Road Plans  
Pre-haul Maintenance Plans  
Temporary Road Plans

Termination Date: July 15, 2015  
Normal Operating Season: December 15 thru March 15  
[Note: some Payment Units allow for operations outside of the Normal Operating Season,  
if you want to operate outside of the Restricted Periods, plan in schedule above]

Proprietary Information, Do not Release to the Public, Not Subject to FOIA unless I give  
Written Permission:

Can Release

Do Not Release

(Check One)

Signature & Date (Please Print Name After Signature)

**Offeror:** Please make copies of this form and have references submit directly to Iron River/Watersmeet Ranger District offices, E23979 US 2 East, Watersmeet, MI 49969, or fax to (906) 358-4000

## Attachment 2

### PRESENT/PAST PERFORMANCE QUESTIONNAIRE

*You have been selected to provide information on the Contractor named in Section A. Please complete Section B and the attached questionnaire and fax or mail attention of: Contracting Officer at (906)358-4000 by 1:00 PM (CT) on December 11, 2012. Please mark "Confidential".*

#### SECTION A: CONTRACTOR INFORMATION

- 1) Contractor's Name and Address: \_\_\_\_\_  
\_\_\_\_\_
- 2) Point of Contact: \_\_\_\_\_
- 3) Phone #: \_\_\_\_\_
- 4) Contract Number: \_\_\_\_\_ Contract Type: \_\_\_\_\_
- 5) Project Title: \_\_\_\_\_
- 6) Period of Performance: \_\_\_\_\_
- 7) Brief Description/Scope of Services provided: \_\_\_\_\_
- 8) Authorization is hereby granted to provide the information requested in SECTION B of this questionnaire.

\_\_\_\_\_  
Signature of Authorized Contractor Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Contractor Representative

#### SECTION B: RESPONDENT INFORMATION:

- A. Name: \_\_\_\_\_
- B. Position: \_\_\_\_\_
- C. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- D. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Relationship and Time Involved with Contractor: \_\_\_\_\_
- F. Date Questionnaire Completed: \_\_\_\_\_

E	A	N	M	U
Exceptional	Acceptable	No Rating	Marginal	Unacceptable

Contract Performance						
1.	Working relationship with your Company	E	A	N	M	U
2.	Did the contractor provide experienced managers and supervisors with the technical and administrative abilities needed to meet contract requirements? If no, please explain.	Yes	No		N/A	
3.	Exhibited knowledge of and compliance with government (or other) regulations and industry standards	E	A	N	M	U
4.	Did the contractor provide and properly maintain operational equipment throughout the term of the contract? If no, please explain.	Yes	No		N/A	
5.	Did the contractor demonstrate the ability to hire, maintain, and replace, if necessary qualified personnel during the contract? If no, please explain.	Yes	No		N/A	
6.	Does the contractor provide timely and accurate records?	Yes	No		N/A	
7.	How well did the contractor comply with Environmental, Safety, health and security requirements	E	A	N	M	U
8.	Would you award similar contracts to this contractor (If no, Please explain in remarks)	Yes	No		N/A	
9.	Contractor's Overall Performance	E	A	N	M	U
Quality of Service/Control						
1.	Contractor's accomplishment in meeting the quality standards	E	A	N	M	U
2.	Did the contractor provide an effective quality control plan or inspection procedures to meet contract requirements? If no, please explain.	Yes	No		N/A	
3.	Overall Quality of Service/Control	E	A	N	M	U
Timeliness						
1.	Was the job/contract started and completed on time?. If not, explain	Yes	No		N/A	
2.	Did the contractor have a system or method to track progress on all work in progress?	Yes	No		N/A	

**REMARKS:** If additional remarks are necessary, please attach an additional sheet.

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